



Monterey Regional Waste Management District

Job Description

Position:	Site Operations Manager	Position Status:	Full Time
Departments:	HHW/Landfill/LFG/Scales/Site	FLSA Status:	Exempt
Reports To:	Director of Operations	Revised:	June 2020

DEFINITION:

Under general direction, plans, directs, supports and monitors the employees and operations of the landfill and its environmental control systems including Household Hazardous Waste (HHW), landfill gas (LFG) plant, scales, and site and facilities maintenance. Develops, proposes, and manages approved budgets of each department; makes recommendations for improvements of the business activities, performs a variety of administrative and technical tasks relative to assigned departments and consultation related to hazardous materials management and ensuring efficient department operations and compliance; provides technical assistance to the department supervisors and Director of Operations.

DISTINGUISHING CHARACTERISTICS:

This is a management position with oversight responsibility of the assigned departments. Responsibilities include performing administrative and technical tasks and managing a wide variety of functions and staff engaged in comprehensive waste management activities and leading special projects as delegated by the Director of Operations.

CLASSIFICATIONS DIRECTLY SUPERVISED:

Heavy Equipment Supervisor (Landfill), LFG Supervisor, Scale Supervisor, Site Maintenance Supervisor, and other staff.

ESSENTIAL FUNCTIONS:

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices.

- Directly, and through proper management of the Heavy Equipment Supervisor(s), ensures proper spreading, coverage, and compaction of non-hazardous solid waste; oversees operational compliance with existing permits, policies, and applicable local, state, and federal regulatory specifications on the use and development of the non-hazardous waste disposal site.
- Performs a variety of tasks related to the management of efficient operation of each of the assigned departments in coordination with or as assigned by the Director of Operations.
- Plan, prioritize, assign, manage, review, and direct the work of staff responsible for landfill operations, LFG gas plant operations, scale operations, HHW operations and site and facilities maintenance operations.
- Personnel management: establish department goals and objectives that support District mission and strategic objectives; periodically report on departmental performance; manage employee performance, complete annual performance appraisals for assigned staff, coach and assist in development of department supervisors and staff. Identify staff training needs and ensure employees educational and training needs are met.
- Establish schedules and methods for providing site and facility maintenance services; identify resources needs; review needs with appropriate management staff; allocate resources accordingly.
- Develop departmental policies and procedures; make recommendations for improvements to existing standards, District policies, and procedures; implement and enforce approved policies.
- Develop initiatives to meet business objectives, including the planning and implementation of the HHW program.

- Develop and implement HHW training programs.
- Ensure operations are aligned with organizational goals and regulatory compliance requirements.
- Monitor contract administration and projects including contractor performance, when assigned.
- Ensure proper operations compliance with health and safety regulations.
- Provide direction for efficient operation of landfill systems including liners, gas collection, destruction systems, drainage structures, ground water and landfill gas probes and sampling wells, leachate collection, storage and removal and re-injection system. Oversee basic maintenance and repairs of pumps and wells.
- Participate in the preparation and administration of the budget for assigned departments; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment; and monitor and report on budget expenditures.
- Monitor, maintain inventory records, and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; prepare specifications and contracts for contract services.
- Support management staff to coordinate construction projects, remodels, and other special projects, when assigned.
- Assist in the preparation of various contracts, requests for proposals, and reports.
- Prepares reports for submission to regulatory agencies, coordinates with government agencies regarding hazardous materials control and management.
- Analyzes department safety data and develops long and short-term strategies to improve adverse accident and injury trends.
- The position requires excellent people, personnel management, time management, business management, written communication, and verbal communication skills.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees, and have regular and reliable attendance and timeliness. Must show cooperation and respect to fellow employees and supervisors at all times.
- Other related duties as assigned.

DESIRABLE QUALIFICATIONS:**Knowledge of:**

- Materials, methods, equipment, procedures, and practices used in the operation and maintenance of a Solid Waste Management Facility including HHW, landfill, LFG, scales, site and facility maintenance, environmental control and monitoring systems, and recycling programs.
- Applicable County, State, and Federal laws, codes and ordinances related to the proper operation and maintenance of a waste management facility, including landfill operations, LFG operations, scale operations, specialized materials recovery facility, and laws, rules, and regulations governing local agency waste material diversion.
- Knowledge of methods for identification, handling, disposition and management of hazardous waste materials.
- Operations, services, and activities of site and building maintenance, repair, and construction program.
- Materials, methods, terminology, equipment and tools used in the maintenance, repair, and construction of building structures and systems including those used in performing rough and finished carpentry, plumbing, heating, electrical, mechanical, and painting work.
- Field and laboratory water and soil testing procedures.
- Leachate, condensate, and groundwater system operations and maintenance, and compliance monitoring and reporting; groundwater control systems, storm water run-on/run-off control systems, and related systems.
- Operation of computerized scale and fee computation equipment.
- Principles and practices of safety and risk management.

- Sound customer service practices and procedures.
- Employee relations' practices.
- Principles of supervision, management and general administration.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Hold self and others accountable for required work output and standards and ensure that effective controls and contingency plans are in place.
- Structure his/her department in an organized, efficient manner and accurately identify the resources and time scales needed to meet objectives.
- Effectively solve problems and make decisions; develop and recommend systems and procedures related to assigned operations.
- Plan, organize, manage, and direct activities for efficient landfill operations, LFG operations, scales operations, site and facilities maintenance.
- Provide supervision, training, and work evaluations for assigned staff and actively assist employees in the identification of their learning and development needs.
- Organize, implement and direct site maintenance and limited facility maintenance operations and activities; and, when assigned, support management staff on contracted facility maintenance activities.
- Prepare cost estimates, establish budgets, and control expenditures.
- Effectively interpret and explain District policies, programs, and services with employees, the public, and representatives of other agencies.
- Read and understand construction drawings, plans and specifications.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships.

TRAINING AND EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five (5) years of varied and responsible experience in landfill operations required, including at least three (3) years in a landfill management position. Familiarity with landfill operations and related site maintenance activities, business management, landfill gas (LFG) collection/delivery systems, beneficial reuse of LFG, and LFG-to-energy (LFGTE) plants, and scale operations required.

Two years of college level course work in business, management, engineering, or a related field. Bachelor's degree desired. Associate degree and High School graduation required.

Licenses and Other Special Requirements:

- Possession of a current California Driver's License issued by the State Department of Motor Vehicles. Continued possession of a valid California Driver's license and compliance with established District vehicle operation standards, including on-going insurability to drive District vehicles, are conditions of employment.
- SWANA "Certified Manager of Landfill Operations" or similar certification required within 12 months of employment and must maintain current at all times.
- Possession of a Hazardous Materials Management Certificate issued by the State of California is required.

TYPICAL WORKING CONDITIONS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands - Frequently stand and walk on flat and uneven surfaces, stairs, steps and ladders; sit for extended periods; vision sufficient to read printed material, visual displays terminals normal range; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the office and District grounds during investigations, inspections. verbal communication; manual dexterity and hand-eye coordination sufficient to write, use telephone computer, business machines and related equipment, use of office equipment including computers, telephones, calculators, copiers, and FAX;

Mental Demands - While performing the duties of this class, employees are regularly required to use oral communication skills; read and interpret data, information and documents; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and interact with all levels of District management and personnel, and the public.

Work Environment - Work is performed in an office environment and outdoors on approximately a 50/50 basis; moderate exposure to foul odors, dirt, dust, outdoor conditions, and potentially hazardous conditions; constant contact with staff and the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print